

CIPHER Review Process – Reference Guide

Version 1.0, December 1999

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CIPHER Review Process

Workgroup Discussions Process

The CIPHER workgroup used the following process to discuss and develop CIPHER definitions:

- Schedule topic for a workgroup session
- Prior to the workgroup session, research the topic as needed and identify existing standards, particularly those mandated by the Health Insurance Portability and Accountability Act (HIPAA) and external standards development organizations (SDOs) such as HL7 or ANSI X12, as well as standards from the CDC Health Information and Surveillance Systems Board (HISSB) Standards and Liaison Committee
- Do additional research and discuss topic further with program areas and partners
- Continue workgroup discussion until definition is complete
- Revise discussion document to reflect group decision
- Draft CIPHER Guide section for the topic

During discussions, topics were identified and assigned to a phase. New topics included individual data elements, processing concepts, and global topics that applied to all CIPHER definitions. The list of topics by phase was reviewed and revised during the discussion process. This enabled CIPHER to track topics, adjust priorities, and schedule related topics.

As noted above, the group also adopted, whenever appropriate, standards from the CDC HISSB Standards and Liaison Committee as well as external standards development organizations (SDOs) such as HL7 or ANSI X12. If existing standards were not found or were not appropriate, it was determined that the CIPHER workgroup would work with the SDOs to include the additional elements and data element definitions needed for public health reporting.

Standards and Liaison Committee Harmonization

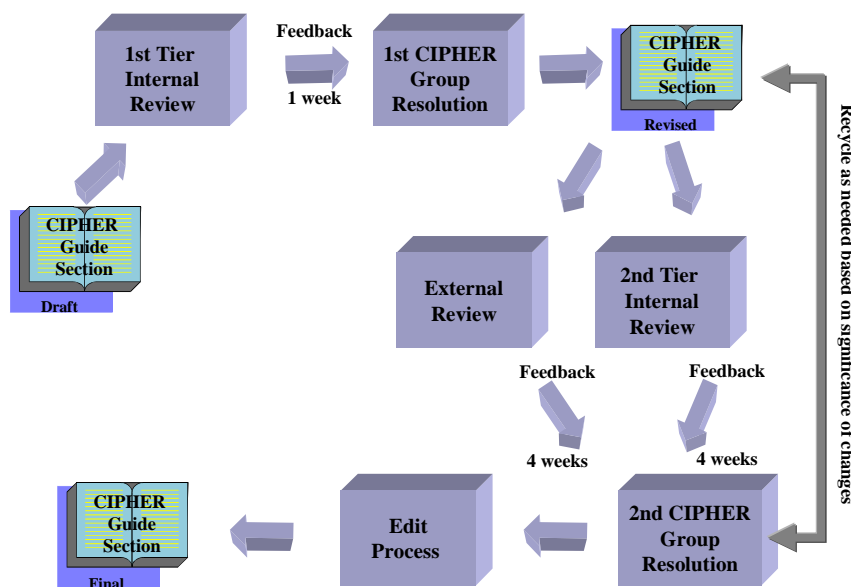
The standards for data adopted by the HISSB Standards and Liaison Committee were used to support the CIPHER process. The HISSB Standards and Liaison Committee is responsible for establishing a process for the development and approval of proposed standard data elements for use in CDC/ATSDR health information and surveillance systems. Therefore, the CIPHER subcommittee of the Integration Project worked closely with the HISSB Standards and Liaison Committee to ensure consistency and compatibility with the standards that Committee has defined and adopted. Several members of CIPHER also participated in the Standards and Liaison Committee, thus enhancing communication between the two groups.

It is anticipated that these two processes of standards (Standards and Liaison Committee and CIPHER) will converge in the near future.

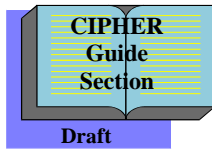
Review Process

The CIPHER working group established a review process to facilitate review of draft documentation. This review process, illustrated in detail below, has been used throughout the development of this version of the CIPHER Guide. This guide is an ongoing work in progress, and will be updated periodically as new data elements are added. Therefore, the document review process described below is subject to change as CIPHER moves forward in addressing other phases of data element standardization.

CIPHER Guide Review Process



CIPHER Guide Review Process Definitions



Initial draft of CIPHER Guide section for a data element or logical grouping of data elements following the template with content based on CIPHER workgroup meeting discussions

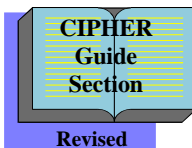


Duration: Review of the initial draft of CIPHER Guide section
1 week
Participants: Tier 1 CIPHER workgroup members and members of the HISSB Standards and Liaison Committee (subset of the entire workgroup and committee)



Duration: Review of feedback from internal reviews of the draft CIPHER Guide
1 meeting
Participants: All CIPHER workgroup members in attendance at the meeting discussing the feedback according to the review schedule

Process: Attendees arrive at consensus for resolution of any conflicts arising from the feedback. If consensus is not feasible, the options will be outlined and a vote will be taken; the option receiving a two-thirds' majority or greater will be selected as the recommendation



Revised draft version of CIPHER Guide section based on feedback from a review (internal or external) and resolution of conflicts, if any, by the CIPHER group



Review of the first revised draft of CIPHER Guide section

Duration: 4 weeks

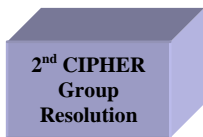
Participants: All remaining CIPHER workgroup members and identified representatives from other Centers, Institutes, and Offices (CIOs) of CDC



Review of the first revised draft of CIPHER Guide section

Duration: 4 weeks

Participants: Subset of external partners (i.e. CSTE, APHL, and ASTHO representatives and identified state partners)



Review of feedback from Tier 2 and external reviews of the revised draft of the CIPHER Guide section

Duration: 1 meeting

Participants: All CIPHER workgroup members in attendance at the meeting discussing the feedback according to the review schedule

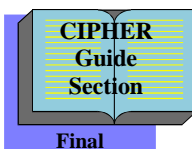
Process: Attendees arrive at consensus for resolution of any conflicts arising from the feedback. If consensus is not feasible, the options will be outlined and a vote will be taken; the option receiving a two-thirds' majority or greater will be selected as the recommendation



Professional edit of the final revised CIPHER Guide Section

Duration: 2 weeks

Participants: Editor and section author



Final edited version of CIPHER Guide section based on all feedback from reviews (internal or external), resolution of any conflicts by the CIPHER group, and review by an editor

Issue Tracking

The CIPHER workgroup recognized the value of tracking issues raised during the workgroup discussions and document review process. Two methods, informal and formal, were used to capture the issue and the resolution.

Informal mechanisms were used primarily for issues identified during the workgroup sessions. These include meeting notes and minutes, e-mails, and discussion document comments and revisions. The CIPHER Guide Justification subsection (see below) also contains some of these items as they relate to the various options considered for a data element.

A formal mechanism was established primarily to capture comments from the document review process. The TRACKER system was adopted from the Division of HIV/AIDS Prevention (DHAP) and a CIPHER version was established. Reports and online queries can be performed on the system to track the issues until resolution. The items captured for each TRACKER system entry include:

- Various dates – date tracker item reported, entered, closed
- Analysts – analyst(s) handling the issue/item
- Category – category of item, using the following
 - Valid values
 - Naming conventions
 - Display issues
 - EDI
 - Missing value issues
 - Internal review
 - External review
 - User – user providing feedback/requests
 - State – where user is located
 - Description – description of the request
 - Action – action taken
 - Solution – final decision
 - Monitor – monitor flag to track items that require regular monitoring.

CDC recognizes the importance of establishing a process to effectively manage and address issues noted by public health partners throughout the implementation of CIPHER standards. Thus, CDC is developing a process to receive comments from its public health partners, address the issues raised, and provide feedback on the disposition of the comments. In the interim, contact the HISSB Executive Secretariat with questions and comments regarding the standards detailed in this CIPHER Guide: (hissb@cdc.gov) or by phone (770-488-8301 or 770-488-8302).